

How a Course Coordinator Distributes an Assessment to Faculty Course Sections

Make sure you have the Course Coordinator Role, Semester, and Department Set

Fullerton College eLumen

Check!

Department: Chemistry Dept.

Janice - Default eLumen client | Course Coordinator | Role

Strategic Planning | Courses: Fall 2015 | Semester | SLOs & Assessments | Reports

SLOs Listing | Assessments

CSLOs | Program Classes | PSLOs | ISLOs

Type: Course | Include Inactive SLOs: No | Include Inactive Courses: No

Unmapped CSLOs	CSLOs without Assessments
All Completed CSLO	All Completed CSLO

Chemistry Dept.

CHEM103 F - Chemistry in a Changing World

Add CSLO

1. Click on SLO & Assessments

Fullerton College eLumen

Click on SLO & Assessments

Janice - Default eLumen client | Course Coordinator | Role

Strategic Planning | Courses: Fall 2015 | Semester | SLOs & Assessments | Reports

CHEM103 F - Chemistry in a Changing World | Edit Course

Course Coordinator(s): Janice Chadwick, Samuel Foster,

Sections	Attribute	Evaluators
12284	No attributes assigned.	James Yano
13017	No attributes assigned.	Janice Chadwick

CHEM111BF - General Chemistry II | Edit Course

Course Coordinator(s): Janice Chadwick, Mohd Ansari,

Add Section

2. Click on Assessments

The screenshot shows the eLumen interface for the Chemistry Department. The user is logged in as Janice - Default eLumen client, Course Coordinator. The 'SLOs & Assessments' tab is active. The 'Assessments' sub-tab is selected, indicated by a red arrow and the text 'Click on Assessments'. The interface displays filters for 'Type' (Course), 'Include Inactive SLOs' (No), and 'Include Inactive Courses' (No). Two summary boxes show 'Unmapped CSLOs' and 'CSLOs without Assessments', both with 'All Completed' status. The course 'CHEM103 F - Chemistry in a Changing World' is selected. An 'Add CSLO' button is visible.

3. Click on the Assessment Library

The screenshot shows the eLumen 'Assessment Library' interface. The 'Assessment Library' sub-tab is selected, indicated by a red arrow and the text 'Click on the Assessment Library'. A filter box contains the text: 'Filter SLOs in Assessments by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLO scopes selected (the SLO Matrix/Curriculum Map is not followed in this filter)'. The filters are: Program (Chemistry Dept.), PSLO Class (PSLO), ISLO Class (ISLO), Course/Context ((CHEM103 F) Chemistry in a Changing World, (CHE...), PSLOs, ISLO Category, CSLOs ([CHEM103 F - Chemistry in a Changing World], [CH...), ISLOs. There are checkboxes for 'Display Inactive SLOs' and 'Display old versions of SLOs'. A table shows the following data:

Name	Description	Terms
2-level	Example of an Outcomes-oriented 2-level scorecard without a reflection. An action plan	Fall 2015

4. Make sure you have the correct course listed

The screenshot shows the eLumen interface for a Course Coordinator. The top navigation bar includes the user name 'Janice - Default eLumen client', the role 'Course Coordinator', and various utility icons like 'Inbox', 'Account Settings', and 'Log Out'. The main content area is titled 'SLOs Listing' and 'Assessments'. A filter instruction states: 'Filter SLOs in Assessments by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLO scopes selected (the SLO Matrix/Curriculum Map is not followed in this filter)'. Below this, there are several dropdown menus for 'Program', 'PSLO Class', 'ISLO Class', 'Course/Context', and 'PSLOs'. The 'Course/Context' dropdown is open, showing options: '[Select all]', '(CHEM103 F) Chemistry in a Changing World', and '(CHEM111BF) General Chemistry II'. A red arrow points to the second option with the text 'Select the correct course on the pull-down menu'. Below the dropdowns is an 'Add Library Assessment' button and a table of assessments.

Name	Description	Type
<input type="checkbox"/> 2-level example w/o reflection	Example of an Outcomes-oriented 2-level scorecard without a reflection. An action plan will be submitted instead. Criteria for success is 70% or greater on exam problem 17.	Examination
<input type="checkbox"/> 2-Level Scorecard Example	Example of an Outcomes-Oriented 2-level scorecard saved to the Shared Library, linked to a reflection template, and linked to one SLO -jc	Examination

5. Use the checkbox to the left to select the correct assessment

This screenshot shows the same eLumen interface as above, but with the 'Add Library Assessment' button highlighted. A red arrow points to the checkbox next to the '2-Level Scorecard Example' assessment in the table, with the text 'Select the assessment by clicking on the checkbox'. The table below shows four assessment entries.

Name	Description	Type
<input type="checkbox"/> 2-level example w/o reflection	Example of an Outcomes-oriented 2-level scorecard without a reflection. An action plan will be submitted instead. Criteria for success is 70% or greater on exam problem 17.	Examination
<input checked="" type="checkbox"/> 2-Level Scorecard Example	Example of an Outcomes-Oriented 2-level scorecard saved to the Shared Library, linked to a reflection template, and linked to one SLO -jc	Examination
<input type="checkbox"/> assmt 2 saved to shared assmnt	2 level scorecard shared in f 2015 will distribute into f 2014	Performance based skill
<input type="checkbox"/> Chem 103 exam question assessment f2015	A 2-level scorecard for exam 3 f 2015 question 2 that is a problem-solving question with a written response. Refer to Exam III version 1 Problem #2 This is a neutralization question. Chadwick	Examination

6. Click on Distribute

Program: Chemistry Dept. PSLO Class: PSLO ISLO Class: ISLO
Course/Context: (CHEM103 F) Chemistry in a Changing World PSLOs: ISLO Category:
CSLOs: [CHEM103 F - Chemistry in a Changing World] ISLOs:

Display Inactive Assessments and SLOs

Remove Edit View Clone **Distribute** Deactivate

Name	Description	Type
<input type="checkbox"/> 2-level example w/o reflection	Example of an Outcomes-oriented 2-level scorecard without a reflection. An action plan will be submitted instead. Criteria for success is 70% or greater on exam problem 17.	Examination
<input checked="" type="checkbox"/> 2-Level Scorecard Example	Example of an Outcomes-Oriented 2-level scorecard saved to the Shared Library, linked to a reflection template, and linked to one SLO -jc	Examination
<input type="checkbox"/> assmt 2 saved to shared assmtn	2 level scorecard shared in f 2015 will distribute into f 2014	Performance based skill
<input type="checkbox"/> Chem 103 exam question assessment f2015	A 2-level scorecard for exam 3 f 2015 question 2 that is a problem-solving question with a written response. Refer to Exam III version 1 Problem #2 This is a neutralization question. Chadwick	Examination

Click on Distribute

7. Click on Select Distribution

FULLERTON COLLEGE eLumen

Janice - Default eLumen client Course Coordinator

Strategic Planning Courses Fall 2015 SLOs & Assessments Reports

SLOs Listing Assessments

Assessment Results Assessment Library Reflection Templates

2-Level Scorecard Example

Example of an Outcomes-Oriented 2-level scorecard saved to the Shared Library, linked to a reflection template, and linked to one SLO -jc

Course: Chemistry in a Changing World

No notification set

Click on Select Distribution → Select Distribution

Cancel Distribute

8. Make sure you have selected the correct semester for assessment distribution

The screenshot shows the 'Assessment Distribution for Chemistry Dept.' interface. At the top, there are several dropdown menus: 'No cycles availa...', 'Fall 2015', and 'No Course Group select...'. A red arrow points to the 'Fall 2015' dropdown menu, which is open and shows a list of options: 'Select all', 'Fall 2015' (highlighted with a blue background and a red checkmark), 'Spring 2015', and 'Fall 2014'. A red text annotation above the dropdown reads 'Make sure select the correct semester for assessment distribution'. Below the dropdowns, there is a 'Course' dropdown menu and a 'Section' dropdown menu with an 'All' option. The main content area is empty, and a yellow banner at the bottom states 'No active recipients. Please click the silhouette icons to select recipients for this distribution.' A 'Save' button is located in the bottom right corner.

9. Click on Add

The screenshot shows the 'Assessment Distribution for Chemistry Dept.' interface. At the top, there are several dropdown menus: 'No cycles availa...', 'Fall 2015', and 'No Course Group select...'. Below these, there is a 'Course' dropdown menu and a 'Section' dropdown menu with an 'All' option. The main content area shows a table with one row: 'Chemistry in a Changing World' and an 'Add' button. A red arrow points to the 'Add' button, and a red text annotation below it reads 'Click on Add'. Below the table, a yellow banner states 'No active recipients. Please click the silhouette icons to select recipients for this distribution.' A 'Save' button is located in the bottom right corner.

10. Click on the sections you want to add on the right

Assessment Distribution for Chemistry Dept.

No cycles availa... | Fall 2015 | No Course Group select...

Course | Section | All

Chemistry in a Changing World

Select Section

Selected items	Available items
Unselect all	Select all
	Fall 2015 CHEM103 F 12284 James Yano
	Fall 2015 CHEM103 F 13017 Janice Chadwick

Click on the sections to add, all or as many as needed

Close

No active recipients.
Please click the silhouette icons to select recipients for this distribution.

Save

11. Click on the sections you want to add on the right column moves them over to the selected sections on the left column.

Assessment Distribution for Chemistry Dept.

No cycles availa... | Fall 2015 | No Course Group select...

Course | Section | All

Chemistry in a Changing World

Select Section

Selected items	Available items
Unselect all	Select all
Fall 2015 CHEM103 F 12284 James Yano	
Fall 2015 CHEM103 F 13017 Janice Chadwick	

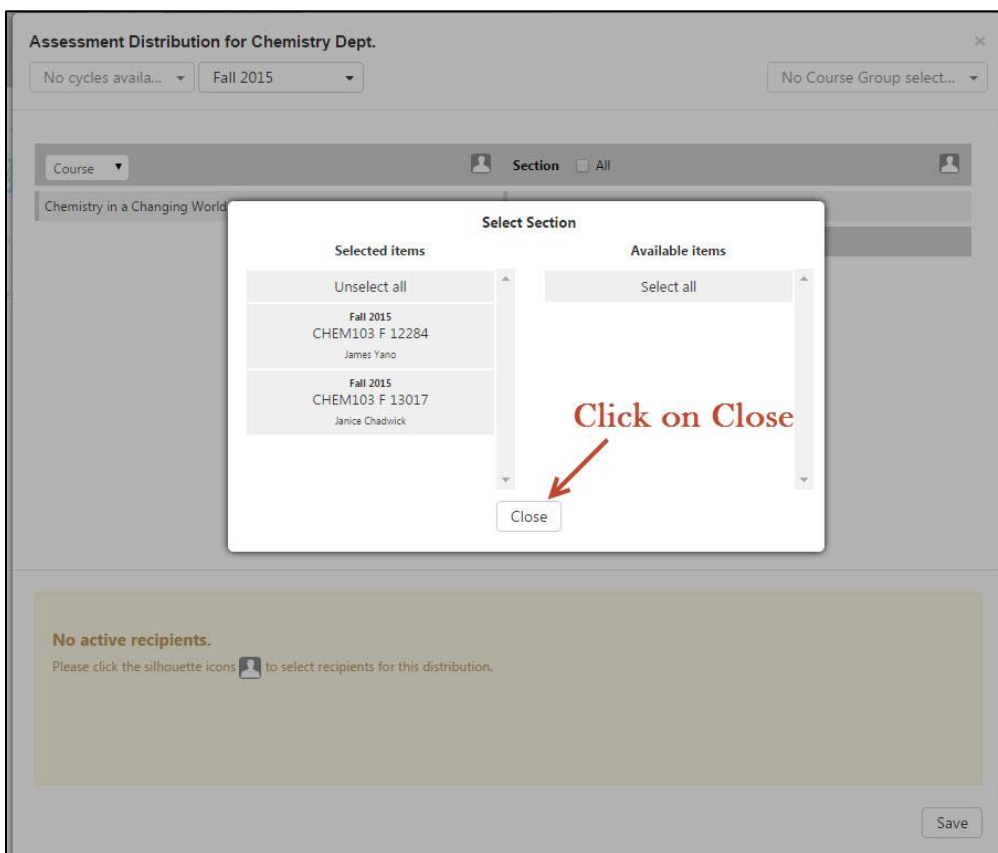
Click the available section moves them over to the selected sections

Close

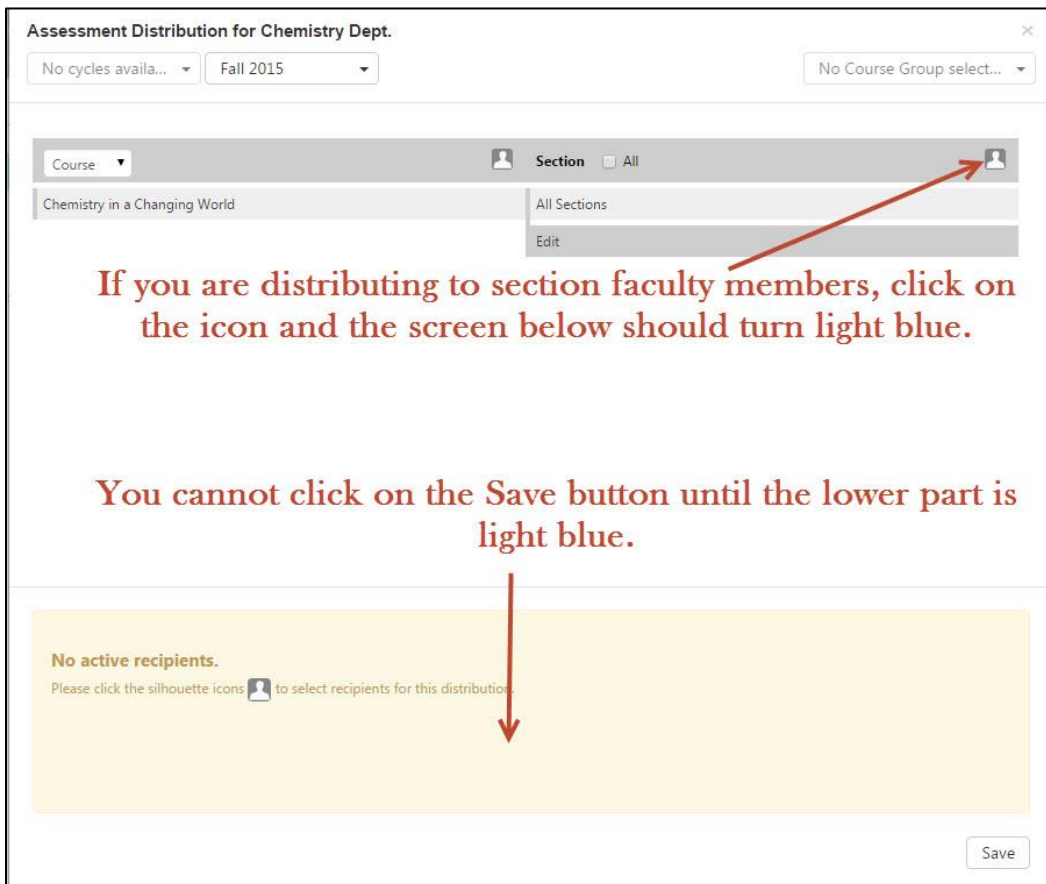
No active recipients.
Please click the silhouette icons to select recipients for this distribution.

Save

12. Click on Close



13. Click on the faculty icon on the right and the bottom should turn light blue.



14. Click on Save

Assessment Distribution for Chemistry Dept.

No cycles availa... | Fall 2015 | Do not distribute to future terms | No Course Group select...

Course	Section
Chemistry in a Changing World	All Sections
	Edit

Check: Icon and Distribution recipients set are light blue.

Distribution recipients set.
The silhouette icons mark the distribution recipients.

Click on Save

Save

15. Click on Distribute

FULLERTON COLLEGE eLumen

Chemistry Dept.

Janice - Default eLumen client | Course Coordinator

Strategic Planning | Courses | Fall 2015 | SLOs & Assessments | Reports

SLOs Listing | Assessments

Assessment Results | Assessment Library | Reflection Templates

2-Level Scorecard Example

Example of an Outcomes-Oriented 2-level scorecard saved to the Shared Library, linked to a reflection template, and linked to one SLO -jc

Course:	Chemistry in a Changing World
Term:	Terms
Section:	All Sections

This Assessment will be distributed to the following roles:

- Faculty Member

Terms:

- Fall 2015

Modify Distribution

Click on Distribute

Cancel | Distribute